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For Release 2001/08/10 : CIA-RDP78-00000R000100010001-9

Document No. **100-235**

No Change in Class. **100-235**

☐ Declassified

Class. Changed to TS **3**

Mark Review Date: **1989**

Auth.: **HR 78-3**

Date: **27 APR 1979** By: **32936**

56-3070

24 Aug 16

MEMORANDUM FOR: Deputy Director (Support)

**SUBJECT:**

Increase in Ceiling to Accommodate the Assignment of a Personnel Officer and One Assistant to Represent the Director of Personnel in Carrying Out his Responsibilities in Connection with the JOEP

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in paragraph 7.

2. In your consideration and approval of the agreement reached between the Office of Personnel and the Office of Training which establishes the relationships between these Offices in the conduct of an expanded Junior Officer Training Program you reserved judgment regarding paragraph 3c of that agreement. Paragraph 3c provides that an increase of one professional and one clerical position to the Office of Personnel ceiling would be required to implement this agreement. Your reservation was based on the fact that the Junior Career Development Program is being transferred from the Office of Personnel to the Office of Training and you questioned whether the two Personnel positions required for the expansion of the JOTP could not be absorbed by this Office due to the loss of the JCD Program.

3. The JCD Program has been the responsibility of the Development Staff under the Deputy Director of Personnel for Planning and Development. This program utilized not more than thirty per cent of the time of two individuals, one professional and one clerical. Increased emphasis and activity in the other functions of the Development Staff will more than offset the workload lost through transfer of the Junior Career Development Program to the Office of Training.

4. The Development Staff has responsibility for monitoring career planning functions in the Agency. Until recently this function has largely been in the formative stages. Now that Agency Regulation [REDACTED] Career Planning for Individuals, has been approved and is being published the Development Staff's responsibilities for staff support to the Career Services in relation to their career planning functions for Agency personnel will increase considerably. This Staff will provide advice and assistance to Career Services in techniques and procedures for the implementation of their career planning function. It will also review individual career preference outlines to assure that policies are being carried out and to establish and maintain uniformity in career planning.

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**SUBJECT: Increase in Ceiling to Accommodate the Assignment of a Personnel Officer and One Assistant to Represent the Director of Personnel in Carrying Out his Responsibilities in Connection with the JOTF**

5. The Development Staff will also be in a position to give increased emphasis to the function of monitoring and evaluation of individual Career Services to determine uniformity of performance and compliance with the intent and purpose of the CIA Career Council.

6. In addition to the above the Development Staff provides a recorder and necessary administrative support to the Honor Awards Board. Regulation [REDACTED] Honor and Suggestion Awards, which was recently approved and which is now being published provides that awards for meritorious performance, which formerly was under the province of the Incentive Awards Committee, will now be handled by the Honor Awards Board. It is expected that this will substantially increase the number of cases handled by the Honor Awards Board with a concomitant increase in the support required to that Board by the Development Staff.

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7. In view of the consideration currently being given to personnel ceilings, we believe it is important to bring this matter to your attention immediately and, if you approve, subsequently process a formal request to establish these positions on our Table of Organization through the proper channels. It is accordingly recommended that you approve two positions for the Office of Personnel in addition to those covered by the ceilings now proposed for FY 1957 and FY 1958.

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[REDACTED]  
HARRISON G. REYNOLDS  
Director of Personnel

Recommendation in paragraph 7 is approved:

\_\_\_\_\_  
Acting Deputy Director (Support)

\_\_\_\_\_  
Date

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